

Office of Massachusetts Attorney General Martha Coakley



Request for Proposal (RFP)

Supporting African-American Students Seeking Higher Education Mini Grant Opportunity

Release Date: Wednesday, March 16, 2011
Response Due Date: Monday, April 4, 2011

Grantor: Office of Massachusetts Attorney General Martha Coakley
Address: One Ashburton Place, Boston, MA 02108
RFP Name: Supporting African-American Students Seeking Higher Education
Mini Grant
RFP Contact Person: Paul Heithaus
Email: AGOgrants@state.ma.us
RFP Deadline: Monday, April 4, 2011
Award Notification: Thursday, April 21, 2011
Funding Start Date: Monday, May 2, 2011

The Attorney General's Office (AGO) is pleased to offer mini grants to non-profit organizations for the purpose of providing support for African-American students seeking higher education opportunities.

The AGO anticipates that it will award mini grants in the range of \$5,000 to \$7,500. The total amount of grant funds available is \$25,000.

The grants will be one-time only payments to non-profit organizations with a proven history of success in outreach and support to the Massachusetts African-American community, and who include among their goals the promotion and preparation of African-American students for higher education.

Source of Funds:

Funds for this program come from the settlement of the Commonwealth of Massachusetts' enforcement action against Paige Hospitality, Inc. d/b/a Cure Lounge. As part of the settlement, Paige Hospitality has agreed to pay \$25,000 to the Attorney General's Office for the purpose of providing support for African-American students seeking higher education.

Grant Period: The grant period will be for one year. All funds must be expended by May 1, 2012.

Qualifications:

Applications will be accepted from any Massachusetts 501(c) 3 organization in good standing with the AGO Non-Profit and Public Charities Division and the Internal Revenue Service. All applicants must have been in existence at least one year prior to applying for the grant.

Components of Grant Proposal:

1. Grant Narrative: Proposals must include the following information in five (double-spaced) pages or less:

- a. Complete contact information including: the name of the agency/organization and the name, address, phone number, and email address for the primary contact person and a secondary contact person related to this mini grant.

- b. A brief description of the organization's mission, populations served, and service area, including a description of the organization's previous and current experience promoting higher educational opportunities for African-American students.
- c. A description of how a mini grant award will assist the organization in promoting higher educational opportunities for African-American students.
- d. A description of the specific types of promoting higher educational opportunities program components proposed (such as, but not limited to: student scholarships, educational support, skill development, mentoring, etc.), the proposed method and/or criteria for selecting students to receive program services and the anticipated number of students reached via each program component.
- e. A grant budget.
- f. A proposed timeline for utilizing mini grant funds. All funds must be expended by May 1, 2012.

2. Required Forms: In addition to the five page grant narrative, please submit the following forms as attachments:

- g. Commonwealth Terms and Conditions
- h. Form W9
- i. Contractor Authorized Signatory Listing

Applicants must complete these forms in their entirety; however, applicants will defer ink signatures until grant award. After successful applicants are chosen, the completed paperwork will be returned to the successful applicants for original ink signatures and notarization. In addition the Massachusetts Standard Contract Form and an Electronic Funds Transfer Form will also be completed upon notification of a successful grant.

Our office will not process payments without original ink signatures on all forms; copies of signatures are not acceptable and will delay payment. Payments will be made via Electronic Funds Transfer.

Copies of forms may be obtained at www.mass.gov/ago/grants.

Submission:

Please submit the grant narrative (no longer than five double-spaced pages) and required forms as attachments by email to AGOgrants@state.ma.us no later than 4:00 p.m. on Monday, April 4, 2011

When submitting your grant proposal, please include **Supporting African-American Students Seeking Higher Education Mini Grant** in your email subject line.

Notification Process:

The successful applicants will be notified on or around Monday, April 21, 2011.

Information about successful applicants will also be posted on the AGO website:

www.mass.gov/ago/grants.

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. The AGO may, at its discretion, determine that non-compliance is insubstantial and can be corrected, or that an alternative proposed by the applicant is an acceptable substitute. In such cases, the AGO may seek clarification and/or allow the applicant to make minor corrections.

Reasonable Accommodation:

Applicants with disabilities that seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to AGOgrants@state.ma.us no later than 4 p.m. on Monday, March 28, 2011.

Required Final Grant Report: Successful grantees are required to submit a final programmatic and budget report (form will be provided) within 15 days of the close of the grant period, which includes an accounting of grant activities, the number of students reached, and impact (if known) of the program.

Public Records:

All responses and information submitted in response to this call for applications are subject to the Massachusetts Freedom of Information Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Questions:

Questions may be asked by email only to: AGOgrants@state.ma.us. The deadline for questions is 4 p.m. on Friday, April 1, 2011. Questions received and answers provided will be posted on www.mass.gov/ago/grants.